

**Monrovia School of Integrated Technology
(M.I.T)
Mission Statement**

The mission of the Monrovia Alternative Education Program is to provide a learning environment in which all students are educated in a safe, self-paced, non-traditional school setting in which they can earn credits toward graduation.

Procedure for entry into the M.I.T

1. Referral to the Administrative Selection Committee
2. Application completed by student and parent
3. Committee determines eligibility based on application
4. Interview conducted with applicant
5. Determination of need
6. Decision on acceptance into program
7. Upon acceptance the student, parent and Administrative team would complete the ISP (Individual Service Plan) determining the programs and the goals of the student OR student and director will complete ISP on first day of class and mail to the parent for approval or changes.
8. Student would begin program as soon as the ISP was in place (signatures, plan, goals) *for mid-year students.*
9. When student completes program, he or she will be ready for next graduation date.

Financial costs

1. Student fees: = \$60.00 per year.
All remaining balances from the high school (ie. Library, book rental, etc.) will be transferred to the M.I.T balance. All balances need to be paid prior to graduation ceremony. *Transfers mid year will have a check out sheet prior to entry.*

Staff:

1. Mrs. Goodpaster, Director
2. Mrs. Stevens, attendance assistant
3. Mrs. Henderson, Instructional Assistant
4. Guidance counselors
5. HS administrative team

Time Component:

1. Daily class time would be 8:30am to 11:00am for MORNING and 12:00pm to 2:30pm for AFTERNOON.
2. Lunch will not be available.
3. Students would enter and exit at the North East end of the HS.

4. Lockers would be provided directly outside the door along the hallway
5. Restrooms are available in the area.
6. The students would not interact with the traditional student body.
 - a. Breaks will need to be taken around passing periods.
7. In some cases and prearranged, full day field trip opportunities will arise. Students can participate with a chance to buy back a day of attendance as well as coursework points for a given assignment.

Attendance:

1. Attendance is crucial. Students will be given 10 days of absence per semester. At eight (8) days, student will have an attendance hearing. At ten (10) days, students will be suspended pending expulsion.
2. Appointments need to be scheduled around M.I.T time. *For extenuating circumstances, documentation needs to be provided.*
3. For reporting absence, students NEED to call Mrs. Goodpaster at 317-996-2259 ext. 2183.
4. Due to an increase in demand for AM we are adding a tardy rule. After 6 tardies without any contact, AM student will be moved to PM. PM student will have a chance to move to AM when spot becomes available. PM student's 6 tardies will become a $\frac{1}{2}$ day absence.

Academic Approach:

1. PLATO SYSTEM of MASTERY LEARNING

- a. Credits would be issued on Mastery Learning (courses generally range from 60 -75 hours of class time)
- b. A pretest will be taken for each unit to customize the unit.
- c. A posttest will be given to complete the unit.
- d. Semester test (in some cases) will be given to close out the course.

2. WORK COMPONENT

- a. Students are allowed to gain work related credits toward graduation elective requirements based on their work condition and acceptance by the Administrative Team. The student and employer would be required to sign an attendance document and a compliance document to confirm the conditions of employment.
- b. Students would be visited on the job to confirm the agreement between the student, employer, and the school.

3. COMMUNITY COMPONENT/SERVICE LEARNING

- a. The LEAGUE will be the program used to guide community activities. Each activity is standards driven and in some cases will be used as a means of earning points towards a credit.

Dress Code

1. No hats
2. No Tank tops
3. No vulgar or inappropriate language, slogans, or pictures on clothing

Electronic Devices

1. I-Pods may be used
2. Cell phones **MUST** not be brought into the building. *Students can be reached via phone 317-996-2259 ext. 2183.* 1st offense--Cell phones will be taken and locked up until the end of the day. 2nd offense—cell phone will be taken and locked up until the end of the semester. 3rd offense—cell phone will be taken and locked up until the end of the academic year.

Tobacco Products

There is **NO SMOKING** or tobacco products on school grounds. If caught with tobacco products, students under 18 will be fined by Morgan County and student will be suspended for a day (1st offense). Students over 18 will be suspended for one day (1st offense). Additional offenses will result in the amount of days of the offense. (i.e. 2nd offense= 2 days)

Graduation

Graduation ceremony is an honor for students and their families. When **ALL** credits have been earned, student will be eligible for graduation. All graduation requirements must be met before student will walk ceremony. (i.e. athletic, library, book rental, etc. must be cleared for graduation.). Students who finish prior to May will receive a letter stating requirements have been met and will be released until graduation.

Communication

A monthly calendar of events will be sent each month. Students will be given a copy and a copy can be mailed to parents who provide an email address. *Providing an email address will allow immediate communication with parent on earning of credit, celebration party dates, progress, need to know info, etc.*

Ways to communicate:

Mrs. Goodpaster

317-996-2259 ext. 2183

goodpay@m-gsd.org